



# HOURS OF WORK

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## I. POLICY

In general, employees work schedules are planned to ensure effective and efficient use of work hours. Field employees are expected to be at their first activity site by the beginning of their workday. Being in the state vehicle is not considered the first activity. The following are guidelines for all employees of the bureau:

## II. GUIDELINES

1. Field employees are to report by radio or phone each day, stating their assignment and the county of assignment.
2. Employees will be punctual in reporting for duty at the time and place specified by their supervisor.
3. No employee will be absent from duty without approved leave or without authorization from their supervisor.
4. No employee will leave the work site prior to the end of the scheduled work day without the approval of a supervisor.
5. An employee who fails to report for duty as scheduled, or who leaves the assigned work area prior to the end of the scheduled work day may be considered absent without leave and placed in a non-pay status for the period in question. Any employee in this status may be subject to disciplinary action.

## III. CANCELLATION: None.

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Jeffrey A. Kelly, Director